

Questions Most Frequently Asked About Marketing and Redistribution

Q. What is Marketing and Redistribution?

A. Marketing and Redistribution (M & R) is a section within the Office of State Procurement (OSP). This section oversees the redistribution and sale of state surplus between state agencies, tax supported entities and to the public.

Q. How does this redistribution work?

A. Excess surplus commodities in serviceable condition are held a minimum of twenty days before being made available for sale to the general public. During this period of time, these commodities may only be sold to state agencies and tax-supported institutions.

Q. After the twenty-day period, how can I purchase state surplus commodities?

A. Commodities are offered for sale by the competitive bid method through an on-line auction site. Access www.arstatesurplus.com for the commodities available for on-line bidding. Surplus commodities may be sold on-site as well. The on-site retail sales take place every Wednesday between 7:30 am and 3:00 pm at 6620 Young Road in Little Rock.

Q. Can I pick up merchandise at the Young Road location?

A. Yes, merchandise may be picked up between the hours of 7:30 a.m. and 3:30 p.m. Monday through Friday excluding state holidays.

Q. What items are sold through the web site?

A. Only those items that can be shipped via U.P.S. will be available for sale over the Internet. These will be items weighing 150 pounds or less within certain size specifications. Occasionally items exceeding the above weight/size requirements are made available through the web site. When these items are made available, a notation is made under the picture of the item that the item "must be picked up" and the location of the item.

Q. What items are sold on-site at the Young Road location?

A. Currently, all commodities available through M & R can be purchased on-site excluding items that are offered for sale via the web site or via the sealed bid process.

Q. Are any items sold directly on location at the state agency?

A. Yes. Any item that is cost prohibitive to transport to M & R in Little Rock can be sold on location at the agency. This can include extremely large items difficult to transport and some computer equipment such as servers and routers.

Q. Are vehicles available?

A. Yes, contact steve.southard@dfa.state.ar.us for specific details.

Q. Can cities, counties and school districts buy from M & R?

A. Yes, during the twenty-day waiting period. These public entities can put the desired items on hold via the Internet or by calling M & R at (501) 565-8645.

Q. How can my agency make purchases from the Marketing & Redistribution (state surplus) auction site during the initial twenty-day holding period?

A. If you are a tax-supported entity, you can access the on-line surplus site, www.arstatesurplus.com, and buy from the twenty-day hold catalog by using the user name and password that will be provided to you by Marketing & Redistribution. If you have not received an agency username or password, please contact Frieda Fleming at frieda.fleming@dfa.state.ar.us or Krystal Sullivan at krystal.sullivan@dfa.state.ar.us or call (501) 565-8645. In order to login, you will need to go to www.arstatesurplus.com enter your username and password and click the button that says "**Returning? Log-In Now.**" Be sure to click the "**Returning? Log-In Now**" button even if it your first time to visit this site. After logging in, you will be asked for additional information in order to make purchases on-line. Simply follow the directions provided. If you wish to change your password, you can do so at this point. For more specific help, find the questions settings at www.arstatesurplus.com.

Q. How do State Agencies and Institutions of Higher Education schedule the pick-up and delivery of state surplus items under the new AASIS system?

A. Under AASIS, a Surplus Disposal Form (SDF) must now be completed to schedule the pick-up and delivery of state surplus items. This is a web-based form that is accessible by all State Agencies and Institutions of Higher Education

at <http://aasis.dfa.state.ar.us/>. After completed on-line by the agency, the SDF is submitted electronically to M&R. The SDF will be reviewed and the agency will be notified either by e-mail or telephone of the date and time the delivery or pick-up will take place. Two copies of the SDF form must accompany the surplus item. One copy will be signed by a representative of M&R and kept by the agency and one will be kept by M&R. This signed document verifies that M&R has made property pick up.

Q. How do I find the Surplus Disposal Form?

A. When you log on to the website <http://aasis.dfa.state.ar.us/>, click on the red Arkansas that flashes ENTER HERE. A list will be on the left side of the screen. In that list, click on FORMS. You will then see a list of forms on the right side of the computer screen. Scroll down and click on SURPLUS DISPOSAL FORM. This will open an ELECTRONIC E FORM page. Enter your USER NAME AND PASSWORD. Each agency person accessing and completing the SDF must have prior authorization through M & R.

Q. What is my USER NAME AND PASSWORD for accessing the Surplus Disposal Form?

A. If you do not have your user name and password, please e-mail frieda.fleming@dfa.state.ar.us or krystal.sullivan@dfa.state.ar.us.